

**\*draft\***

**Downtown Providence District Management Authority**

**Board of Directors meeting minutes**

**Thursday, January 18, 2007 8:30 a.m.**

## **1. Roll Call**

**Director Granoff called the meeting to order at 8:30 a.m.**

**Directors present: Michael Corso, Robert Gagliardi, Richard Galvin, Evan Granoff, Richard Lappin, Maria Ruggieri, and Stanley Weiss.**

**Directors absent: Tom Niles, Christopher Placco**

**Ex-Officio Members present: Diana Burdett, Donald Eversley.**

**Others present: Dan Baudouin, Executive Director of the Providence Foundation; Steve Gibson, President of Urban Place Consulting; Frank LaTorre, DID Director of Public Space; Leslie Huikko, DID Director of Finance & Administration; Frank Zammarelli, Operations Manager of Block-By-Block.**

## **2. Approval of the minutes of the December 21, 2006 Board meeting**

**Director Weiss motioned to approve the minutes from the December 21, 2006 board meeting. Director Granoff seconded the motion, and a roll call vote was held as follows:**

**Director Gagliardi yes**

**Director Galvin yes**

**Director Granoff yes**

**Director Lappin yes**

**Director Ruggieri yes**

**Director Weiss yes**

**Therefore, the motion passed.**

### **3. Discussion with Lt. Figueiredo regarding safety concerns within the district**

**Lt. Figueiredo discussed some of the recent daytime crime taking place within the district and reported that several of the recent events were attributed to one individual, who has been arrested. The Lieutenant also summarized the walk-about with Jim Peters, President of the Responsible Hospitality Institute, which took place on January 11, 2007 from 10pm-2am. While not all colleges were back in session at this time, it was still a productive experience in that Jim was able to observe a reasonably typical weekend nightclub atmosphere and the resultant challenges. The police department looks forward to working more closely with Jim Peters to resolve challenges.**

**Residents in downtown apartments and condos continue to experience loud noise that creates intolerable conditions that eventually cause them to move out of downtown. The police's ability to address these issues is limited. The ordinances, as they currently**

**exist address only the noise level on the street and do not allow police to take action regarding noise that is heard inside residences as a result of club activity. Police have addressed the issue to the degree that they can by re-directing traffic flow when the clubs close.**

**Lt. Figueiredo reported that the Providence Police Department is applying for federal grant money to increase foot patrols in downtown. They expect to hear whether their request will be granted within the next few months. The Distribution of patrols is determined in response to crime rates and statistics. Downtown bike patrol officers are on shift from 8am to 11pm in pairs. The Lieutenant noted that the police academy is graduating soon, which will result in 15 more officers on the street citywide within the next couple of months.**

#### **4. Financial Report**

**Steve Gibson presented the financial reports for the month of December 2006. The cash position remains consistent. Collections efforts continue to be an on-going staff focus.**

**The Community Development Block Grant awarded to the DID in May of 2006 in the amount of \$40,000 is included as a receivable. Frank LaTorre has been assured by City staff that this money will be awarded to us in a timely manner through a reimbursement process as invoices for the trash receptacles are submitted. A detail of the Special Projects funding allocated and spent to date was discussed.**

**Our original budget did not include depreciation, but the accountants set a depreciation schedule during our audit process. The sinking fund, which is designated to purchase replacement equipment, off-sets the depreciation.**

**A discussion regarding Public Space Management followed. During the budget process last year, the Board decided to fund Public Space Management at a level that corresponded to the actual costs spent during the previous fiscal year. The Board agreed that they do not want to reduce the level of Block-By-Block staffing on the street currently and accept that this will result in over-expenditures for this line item in FY07. It was decided that the over-expenditures resulting from more consistent staffing of the Clean and Safe Teams in FY07 will be funded by the reserve. The staff was directed to monitor overall income and expenses closely. The Board stated their intent to fully fund the Public Space Management budget for FY2008 at the previously-defined level of service.**

**The operating budget will be discussed in more depth at the board retreat on February 15, including a definition of the appropriate level of reserve to maintain and how that relates to the assessment rate. The Board restated its commitment to deliver the agreed upon-services while also monitoring and limiting budget growth as necessary.**

## **5. 2007 Planting and Beautification Program**

**Leslie Huikko reported that Gates, Leighton, and Associates staff are working on a comprehensive inventory of existing conditions within the district as a foundation for their master plan. This includes completing their own walk-about, compiling information from the recent City Forester tree survey, and incorporating up-to-date information for all over-lapping projects, including but not limited to: street-lighting and sidewalk repair. The Board recommended that staff make an effort to contact property owners to inquire about any significant renovations to exterior areas that might impact the master plan. A request for this information will be included in the survey mailing that will take place in the next 2 weeks.**

**Steve Gibson discussed the comprehensive nature of the master plan. DID staff are working closely with GLA to ensure that the plan delivered gives us a clear goal providing maximum immediate impact balanced with incremental steps that can be phased-in as funding permits. The master plan will serve as a tool to fund-raise with other interested parties. A discussion followed regarding the DID's current budget allocation and the desire to effect maximum impact in time for a spring planting. Those present agreed to entertain an initial budget of \$30,000, pending further specific information regarding special projects funding.**

## **6. Report from Urban Place Consulting & Director of Public Space**

**This item was deferred due to time constraints.**

## **7. Report from Block- By- Block**

**This item was deferred due to time constraints.**

## **8. Other Business**

**None discussed.**

## **9. Adjournment**

**Director Granoff adjourned the meeting at 10:15a.m.**

**Respectfully submitted,**

**Leslie Huikko**

**Director of Finance & Administration**